We are delighted you are considering Colgate University for your event and we hope the following guidelines will assist you with your plans.

A limited number of university facilities may be rented for weddings and events by current Colgate students, Colgate alumni and currently employed members of the faculty and staff and their immediate family. Due to the popularity of events being held on campus, there is no exception to this policy. While we appreciate the strong attachment to our beautiful campus and various facilities, events are permitted in the locations noted in these procedures and there is no exception to this policy. Depending on the facility, certain conditions or restrictions may apply.

Summer weddings and events may not be scheduled earlier than one week following Reunion weekend and no later than two weeks prior to the arrival of the first year students. Events may be scheduled during winter break except over holiday weekends.

**Procedure for Reserving Facilities**

Requests are to be made by calling Maureen McKinnon, Senior Administrative Assistant to the Vice President and Senior Advisor, Secretary to the Board of Trustees at (315) 228-7445 or in writing mmckinnon@colgate.edu.

The university’s academic and summer programs have priority use of all facilities at all times. Summer facility reservations may be cancelled if they conflict with these programs. Confirmation of summer reservations for the following year shall be made on September 1 with the reserving party.

**Indoor Wedding Ceremony Location**

**Colgate’s Memorial Chapel:** The chapel has a total seating capacity of 750: 450 on the lower floor, 200 in the balconies and 100 on the stage. There is no center aisle and the chapel is not air-conditioned. Reservations are processed on a first-come basis. Please contact Maureen McKinnon at (315) 228-7445 or by e-mail at mmckinnon@colgate.edu for a reservation form.

The wedding party is responsible for arranging for the clergy of their choice for the ceremony. Please note the only burning of candles permitted in the chapel is the burning of a unity candle, which must be extinguished immediately following the ceremony. The chapel is equipped with a 7’ baby grand piano and an organ, but it is the responsibility of the wedding party to make arrangements for a musician. In addition, the chapel is equipped with chairs for the attendants, two pulpits and an altar table. Decorations and flowers are the responsibility of the wedding party and must be removed following the ceremony.
The chapel’s audio/visual equipment is not available for use. For a list of audio/visual service vendors and local musicians, please contact Maureen McKinnon.

There is a rental fee of $1,000 for the chapel, which allows use of the chapel for seven hours and this fee includes a custodian on duty for both the rehearsal and the ceremony. Most couples divide up the seven hours as two hours of rehearsal time and five hours for the day of the ceremony. Please note that no rice is to be thrown outside the chapel; however, bird seed, flower petals and soap bubbles are permitted.

**Outdoor Wedding Ceremony and Event Locations:**

Outdoor ceremonies and events may be held on the Library Peninsula and along Willow Path. However, there is no electricity located at either of these locations. In addition, please also note that both Willow Path and the Library Peninsula are heavily populated with Canadian Geese during the warmer months.

**Library Peninsula and Willow Path:** A tent is permitted on the Library Peninsula. If choosing Willow path, many folks opt to setting up chairs on either side of the path which allows for an aisle. Bathroom facilities in the Student Union are available for the reserving party and guest use. Parking is available in the Case-Geyer Library parking lot and along Lally Lane.

There is a **$750 fee** for the use of any of the above sites for an event. Please note if a tent is to be installed, the reserving party is responsible for having the tent company coordinate the set-up of the tent with Colgate’s Facilities Department at (315) 228-7131. It is required that an electrician be on site before the tent is staked due to the underground power cables that are buried in the ground. Clean up of the area must be completed within a 48-hour timeframe. In addition, the tent company must provide Colgate with a Certificate of Insurance at least two weeks prior to the event and it must name Colgate University as an Additional Insured. A copy of Colgate’s insurance requirement is attached. There shall be no digging via spade, shovel, trowel, backhoe, etc. or anything penetrating the earth on Colgate Property such as stakes, nails, rods (wood or metal), etc. without notifying DigSafely NY at 1-800-962-7962 at least 3 working days in advance.

**Indoor Reception Locations:**

Indoor receptions are permitted in the Hall of Presidents and at Merrill House. The fees for these locations are noted below.

- **Merrill House** – The inside of Merrill House is best used to accommodate small dinner receptions for no more than 50 guests. If you are planning a large reception on the Merrill House lawn, you may reserve Merrill House for the cocktail reception, kitchen use by the caterer and to have access to the restroom facilities. The existing chairs and tables in the dining areas may be rearranged, but they cannot be removed from the facility. If the caterer wishes to use the Merrill House kitchen, the caterer must contact Kara Rice, catering manager via e-mail at kdrice@colgate.edu or by phone at (315) 228-6980 for a facility tour prior to the event. The caterer must leave the kitchen in the condition they found it. In addition, there is a $500 deposit required by any outside caterer and must be submitted one month in advance of an event. If the kitchen is found to be in good order, the deposit will be
returned in full following the event. The front and back porches may be used for your event. Visitor parking is available in the parking lot behind Merrill House and in the James B. Colgate Hall parking lot. There are three bathroom facilities located in Merrill House for guest use; one on the first floor and two are located in the basement level. **Please note that guests’ are not permitted on the 2nd floor of Merrill House.**

The rental fee for the use of Merrill House and the Merrill House Lawn is $2,000. The rental fee includes the use of the kitchen and its equipment (refrigerator, ice machine, etc.), restrooms, the use of 6’ rectangular tables for the caterer and all the furnishings on the first floor of Merrill House. In addition, the rental fee includes custodial services for before, following your event and for an onsite custodian for the day of your event. It is important to note that Chartwells Dining Services owns the liquor license for the inside of Merrill House. Therefore, outside caterers must apply with the New York State Liquor Authority for a one-day Special Events Permit, and the caterer must set up their bar service outside of Merrill House.

- **Student Union (James C. Colgate Hall)**
  Hall of Presidents – Has a dining capacity of 300, however, a maximum count of 250 is allowable if there is to be a dance floor and band set up. There are 60” round tables and chairs available for guest seating. The Hall of Presidents is also air-conditioned and there is an elevator available. There is ample circuits available 20amp 120vac on the far end of the room. Unfortunately, the fireplace is non-functional. Please note that Chartwells Dining Services is the only caterer permitted to use the kitchen located behind Donovan’s Pub. Any outside caterer must set-up outside, behind the Student Union. Also, please be advised that taping/attaching items to any surface inside the Hall of Presidents is strictly prohibited.

  * The Clark Room – Seats up to 90 and can be used for the cocktail reception or for caterer set-up.
  * The Alton Lounge – Is available as a coatroom or as a sitting room.
  * Donovan’s Pub - Seats up to 150. It is also important to note that Chartwells Dining Services holds the liquor license for beer & wine only in Donovan’s Pub, and Chartwells Dining Services is the only vendor allowed to serve alcohol in this location. NYS Law and the Alcohol Beverage Commission have mandated this policy. If you will be serving alcohol, you may do so by setting up the bar outside patio of Donovan’s Pub.

Parking is available in the Case-Geyer parking lot and along Lally Lane. **There is no parking permitted along Oak Drive.**

The rental fees for the rooms located in the Student Union are listed in the Rental Fees section of these guidelines and the fees include the use of 6’ long rectangular tables, 60” diameter round tables and chairs. In addition, fees include custodial service for before, following the event and for an onsite custodian for the day of the event.
**Outdoor Receptions:**

Outdoor receptions are permitted on the Merrill House lawn. The reserving party is responsible for the tent arrangements and the rental of tables and chairs. For a listing of local tent vendors, please contact Maureen McKinnon.

**Merrill House Site.** Location is on the side hill in front of the Class of 2002 Garden. Limited bathroom facilities in Merrill House are available. Restroom trailers are permitted on the lawn; however, there is no outside water source available at Merrill House, so it is recommended that you make arrangements with the rental company to provide water. There are (2) 20amp/120vac electrical outlets located on the lawn and (2) 20amp/120vac located near the garden steps outside of Merrill house and (2) 20amp/120vac located near the porch, so it is highly recommended that you check with your vendors as to how much electricity they will require. If this is not enough, you may want to consider renting a quiet generator.

A tent is permitted on the grounds at Merrill House, but the tent company must contact and coordinate the setting up of the tent with Colgate’s Facilities Department at (315) 228-7131. It is required that an electrician be on site before the tent is staked due to the underground power cables that are buried in the ground. Clean-up and removal of the tent must be completed within 48 hours following the event. In addition, the tent company must provide Colgate with a Certificate of Insurance at least two weeks prior to the event, and it must name Colgate University as an Additional Insured. A copy of Colgate’s insurance requirement is attached.

Visitor parking is available in the parking lot behind Merrill House and in the James B. Colgate Hall parking lot. The Gardens at Merrill House were designed to be an English style garden; therefore, no additional planting is permitted. Lastly, the lawn is regularly maintained.

To reserve any of these locations, please contact Maureen McKinnon at (315) 228-7445 or by email at mmckinnon@colgate.edu

**Catering for Events:**

The caterer will need to provide proof of the appropriate liability insurance in the amount of $1,000,000 showing Colgate University as an Additional Insured for the day’s event. In addition, if alcohol is to be served, caterers must have a liquor license and provide proof of liquor liability insurance in the amount of $1,000,000. The proof of insurance should be a Certificate of Insurance, obtainable through the insurance agent for the liability policy. The certificate must name Colgate University as an Additional Insured for the duration of the event. If you should have any questions about the insurance requirement, please contact Andrew Fagon, Assistant Controller, and Risk Manager at afagon@colgate.edu or (315) 228-7765.

A list of local caterers follows. This list is intended to serve as a reference only; the inclusion of an establishment does not imply an endorsement by Colgate University. Please contact Maureen
McKinnon if you plan on using a caterer not listed below. Caterers must leave the kitchen and preparation areas in the condition they were in prior to the event. If the caterer does not leave the kitchen clean, the reserving party will be responsible for the cost of cleaning or for any damage left by the caterer.

**Local Caterers:**

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chartwells Dining Services</td>
<td>Payne Street</td>
<td>(315) 824-2875</td>
</tr>
<tr>
<td>Colgate University</td>
<td>Hamilton, NY 13346</td>
<td>(315) 228-7670</td>
</tr>
<tr>
<td>13 Oak Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamilton, NY 13346</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(315) 228-7670</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brewster Inn</td>
<td>5 Albany Street</td>
<td>(315) 655-1844</td>
</tr>
<tr>
<td>6 Ledyard Avenue</td>
<td>Cazenovia, NY</td>
<td>(315) 655-9232</td>
</tr>
<tr>
<td>Cazenovia, NY 13035</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(315) 655-9232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poolville Country Store</td>
<td>Michael’s Fine Food</td>
<td>(315) 841-3077</td>
</tr>
<tr>
<td>1245 Earlville Road</td>
<td>135 Main Street</td>
<td></td>
</tr>
<tr>
<td>Poolville, NY</td>
<td>Waterville, NY 13480</td>
<td></td>
</tr>
<tr>
<td>(315) 691-2677</td>
<td></td>
<td><a href="http://www.michaelsfoodandspirits.com">www.michaelsfoodandspirits.com</a></td>
</tr>
</tbody>
</table>

**Custodial Support:** A work order requiring the assistance of Buildings & Grounds to prepare for a reception must be prepared with the assistance of Maureen McKinnon and submitted to Buildings & Grounds at least two weeks prior to the event.

**Decorations:** The use of balloons is prohibited in the Hall of Presidents. The reserving party will bear any expense for the removal of balloons from the ceiling including use of a lift and repair of damage to the fans. There will be no drilling, anchoring, nailing, gluing, etc., to any structure or structure pieces on all Colgate facilities.

**Emergencies during event:** The Campus Safety Office is located behind Merrill House and is adjacent to Hamilton Street. The office is open 24 hours/7 days a week. To reach a campus officer for routine matters such as unlocking a facility, dial 315-228-7333 or 7333 on any campus phone. In case of an emergency, call 911. There is an emergency phone located just inside the front doors of James C. Colgate Hall that will automatically dial the 911 phone at Campus Safety. In the event of electrical or plumbing issues during your event, please contact the 24-hour Heating Plant at (315) 228-7468 for assistance.

**Entertainment:** The use of bands and DJ´s is permitted at all sites on campus. If you are having entertainment outdoors, you will need to obtain a permit from the Village Offices, and it must be signed by the Mayor. This should be done at least one month in advance of your event. You may contact their offices at (315) 824-1111 to request the permit or visit the office at 3 Broad Street, Hamilton.
**Guest Accommodations:** Colgate University does not provide lodging or the use of the dorms. For a list of local inns, hotels and bed & breakfasts, click on the link below.


**You are encouraged to book your hotel space early**

**Additional Services** If you have particular ideas or events you wish to organize for your wedding party; Bachelorette Spa Days, Groomsmen Golf outings or gift baskets filled with local products for your guests, please contact Rhona Hames, Hamilton’s Tourism and Marketing Coordinator (315-824-1063, rhames@thisishamiltonny.com). Rhona is delighted to work with you to make reservations, appointments or provide you with printed Village Guides/Maps to ensure both you and your guests capitalize on all Hamilton has to offer.

**Insurance** The hosting party and all vendors associated with the wedding must submit to Colgate University a Certificate of Insurance at least two weeks prior to an event and Colgate University must be named as an Additional Insured and evidence the required coverage and limits stated in the policy located on the last page of these guidelines.

**Payment** – Full payment is due one month prior to the date of the event.

**Summer Maintenance Projects** As you will probably understand, the optimal time to address maintenance projects is during the summer months when the students are not on campus. Work on college facilities may not be determined for the following summer at the time of booking. Colgate University retains the right to access all facilities in order to accomplish on-going renovations, repairs and upgrades as per necessary. Maureen McKinnon will provide as much advance notice as possible of upcoming construction projects and will do everything in its power to assure a seamless event for your special day.
### Available Facilities and Rental Fees

#### Outdoor Ceremony sites:
- Library Peninsula: $750
- Willow Path: $750

#### Indoor Ceremony site:
- Chapel: $1,000

#### Reception sites:
- Merrill House and Merrill House Lawn: $2,000
- Hall of Presidents: $2,000
- The Clark Room: No additional fee
- Alton Lounge: No additional fee
- Donovan's Pub: $500
TO:

FROM:

DATE:

It is the policy of Colgate University that before any outside parties can sell a product, conduct an event, commence construction or repair work, supply leased equipment or utilize Colgate premises, a Certificate of Insurance must be received by Colgate University. Required Certificates should name Colgate University as an Additional Insured and evidence the following coverage and limits:

General Liability including Products and/or Completed Operations: $1,000,000
Automobile Liability: $1,000,000 Combined Single Limit (if your business requires you and/or your employees to drive on Colgate University campus)
Worker's Compensation: Statutory New York State Coverage (if your business requires you and/or your employees to be on Colgate University campus)

Colgate University reserves the right to request Umbrella Liability with a $5,000,000 limit and Errors and Omissions/Professional Liability for large contracts. Certificates must be on file prior to commencement of operations, and must be updated on a yearly basis. Thirty (30) days written notice is required prior to cancellation of any insurance policy. Please feel free to contact Andrew Fagon, Assistant Controller; Risk Manager at (315)228-7765 if you have any questions regarding these requirements.